



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

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DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	BOARD OF PLUMBING & HVACR EXAMINERS EDUCATION SUB- COMMITTEE MEETING
MEETING DATE AND TIME:	Tuesday, August 13, 2013 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , second floor of the Cannon Building

MEMBERS PRESENT

Dean Sherman, Professional Member, President
Charles Robbins, Professional Member, Vice President

MEMBERS ABSENT

Jerome Todd, Professional Member
Gerard Pepeta, Professional Member
John Brady, Public Member
Carol Guilbert, Public Member, Secretary
James Anderson, Public Member
Frank Beebe, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Latonya Brown, Administrative Specialist II
Theresa Newman, Administrative Specialist II

OTHERS PRESENT

Chuck Davidson, DPH
Ron Lord, IAPMO
James Permilia, NCC

CALL TO ORDER

Mr. Sherman called the meeting to order at 9:15 am.

NEW BUSINESS

Continuing Education

The Board discussed approval of continuing education courses and the providers. The Board requested information on what the Electrical Board accepts for proof of completing CE courses. Mr. Permilia advised the Board to look at the course book when choosing providers. If the provider can not provide a course book for the Board to look at than we may want to reconsider that particular provider. Ms. Brown contacted Theresa Newman, the board liaison for Electrical to provide some insight on their process for continuing education. Ms. Newman explained to the Board how the Electrical board handles their applications for continuing education courses. She also elaborated to the Board how the audit process is done for the Electrical Board. Mr. Sherman

stated that it seems that the structure is already established within the DPR for the CE courses and audit. The Board requested for the next meeting, a printout of the Rules and Regulations and the application for Approval of Continuing Education Course for Electrical. Ms. Newman stated that the Board has to come up with a curriculum and she also mentioned different ways to go about the process. Ms. Newman advised the Board that a fee has to be applied to applications that the providers submit.

The next plumbing meeting is scheduled for September 10, 2013.

ADJOURNMENT

A motion was made by Mr. Sherman, seconded by Mr. Robbins, to adjourn the meeting. The motion unanimously carried. The meeting adjourned at 10:15 a. m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Latonya Brown". The signature is written in a cursive, flowing style.

Latonya Brown